



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1754.1B

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31 Oct 02

COMBAT CENTER ORDER 1754.1B

From: Commanding General
To: Distribution List

Subj: MARINE CORPS FAMILY TEAM BUILDING (MCFTB)

Ref: (a) MCO 1754.6X

Encl: (1) Guidelines for MCFTB Expenditures
(2) MCSS Purchase Request
(3) TAD Travel Request

1. Situation. To establish policy and provide guidance for Marine Corps Family Team Building programs aboard the Marine Corps Air Ground Combat Center (MCAGCC).

2. Cancellation. CCO 1754.1A.

3. Mission. Marine Corps Family Team Building (MCFTB) is the primary program for enhancing family readiness, and will be administered per reference and the guidelines of this directive, synchronizing five distinct, yet complementary, Family Readiness Programs: Skills (L.I.N.K.S.), Key Volunteer Network (KVN); Lifestyle Insights, Networking, Knowledge; Spouses' Leadership Seminar (SLS); Prevention and Relationship Enhancement Program (PREP); and the Chaplains' Religious Enrichment Development Operation (CREDO), to accomplish the desired outcome of family readiness.

4. Execution

a. Commander's Intent. Family readiness or self-sufficient families promotes mission readiness or accomplishment. The current edition of the reference outlines the purpose and functions of MCFTB and relates the programs directly to combat readiness. In its role as the premiere combat readiness training facilitator in the Marine Corps, MCAGCC must and shall have robust MCFTB Programs, focused primarily on prevention and education. This focused effort will arm families with vital knowledge and leadership skills necessary to prevent and attack situations before they develop into serious problems which negatively impact the mission readiness of our individual Marines, our commands, and the readiness of our families to succeed as partners in this challenging way of life.

b. Concept of Operations

(1) Commanders may measure family readiness, defined as families who are prepared and equipped with the skills and tools to successfully meet the challenges of the military lifestyle, as it relates to overall unit readiness. Measurements of time away from duty to attend to family issues, the number of Marines returned early from deployment, low retention due to lack of family satisfaction, incidents of financial hardship cases (e.g. letters of indebtedness), divorce rates, and incidents of spouse and child abuse, may be used to indicate levels of family readiness.

(2) These vital family readiness programs shall support all resident and integral units of MCAGCC.

(3) All programs within MCFTB are official Marine Corps programs, are classified as Category A programs per the reference, and shall be funded predominately with appropriated funds (APF).

(4) Title 10 U.S. Code 1588 provides a legal basis for the use of volunteers in military family support programs, covers such volunteers with Workman's Compensation, and places the actions of these volunteers under the purview of the Federal Tort Claims Act. Volunteers with duly executed gratuitous service agreements are authorized reimbursement from APF or nonappropriated funds (NAF) for certain expenses. Details of these reimbursements are provided in the reference, and the local procedures are depicted in enclosure (1). Enclosures (2) and (3) provide forms for executing local procedures.

c. Coordinating Instructions

(1) Director, MCCS

(a) Ensure adequate MCFTB staffing and support exists to meet the needs of installation units, including but not limited to an appointed MCFTB Officer and a Key Volunteer Trainer, who fulfill their duties as outlined in the reference.

(b) Ensure a MCFTB Support Council is established, populated in accordance with the reference, and meets at least quarterly. Unit Family Readiness Officer's (FROs) will be notified of meeting.

(c) Ensure all Commanders and Sergeants Major down to battalion/squadron levels, as appropriate, receive a brief on MCFTB Programs.

(d) Ensure MCFTB Program themes, events, and updates are incorporated into MCCS advertising and public affairs planning and products, consistent with the Privacy Act.

(2) Commanding Officers (at all levels down to the battalions/squadrons, and schools).

(a) Assign an active duty service member as the unit's Family Readiness Officer, to fulfill the duties outlined in the reference.

(b) Establish and support the Key Volunteer Network in accordance with the reference, tailored to meet the needs of their individual command.

(c) Select and appoint in writing a Key Volunteer Coordinator (KVC) and unit Key Volunteers (KVs).

(d) Ensure reimbursement of expenses incurred by volunteers is paid, within 10 days.

(e) Ensure command orientation programs include information on where to obtain MCFTB assistance and resources.

(f) Be fully informed and supportive of the MCFTB Programs described in the reference. Encourage command service members and their families to proactively utilize MCFTB Programs.

(g) Ensure compliance with the reference and procedures set forth in enclosure (1).

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Total Force.


J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

GUIDELINES FOR MCFTB EXPENDITURES

1. The Non-Appropriated Funds (NAF) Fiscal Year begins 1 February and ends 31 January of the next year.
2. All units should reconcile their account with the MCCS NAF Purchasing Agent at least once a quarter.
3. Appropriated Funds (APF) must be used for:
 - a. Rental of Office Spaces, Meeting Spaces/Facilities and or Storage Space.
 - b. Purchase of Office Supplies, Computers, Hardware and Software.
4. APFs should be used for the purchase of:
 - a. Telephones and Answering Machines.
 - b. Childcare Expenses.
 - c. Mileage and authorized use of a Privately Owned Vehicle (POV).
 - d. Parking and Tolls.
 - e. Telephone Calls incurred in connection with Key Volunteer (KV) duties.
5. NAF may be used for the purchase of light refreshments for MCFTB Functions, Training sessions, Seminars and Recognition events.
6. If APF are exhausted the NAF may be used for:
 - a. Awards such as plaques, shirts, and tote bags in recognition of KV training, not to exceed \$24.00 each.
 - b. Childcare.
7. Purchase Order Routing. When the FRO requests NAF funds, a Purchase Order Request (POR), enclosure (2), must be completed and signed by the unit commander. If NAF is being requested for childcare or awards POR must indicate APF funds are not available. Take POR to MCCS Exchange Administration (Bldg. 1533) for certification of funds available. The MCFTB Director is responsible for the approval of PORs. Once certified available, purchases can be made.
8. In an effort to expedite the use of NAF funds, requests for funding can be general in nature, (e.g. "Items for October KVN Recruiting Event"), vice itemized, thereby permitting a wide latitude in purchasing allowable consumables for events. Moreover, the MCCS Purchase Request - NAF can be approved before a NAF funded event to allow time to shop and purchase consumables for an event over a period of time, not limited to one purchase. In order to effect such purchases, a MCCS Purchase Request - NAF will be

ENCLOSURE (1)

procured for a specified amount of money. This amount will be obligated for that purchase and subtracted from that organization's total budget amount. Upon purchase and reconciliation of said purchase, the receipts and MCCA Purchase Request will be returned to MCCA and the account reconciled. Purchases cannot exceed the obligated amount. However, if purchases are less than the obligated amount, upon reconciliation, the unit balance will be increased to account for monies not spent under that specific MCCA Purchase Request - NAF.

9. NAF TAD. When requesting NAF funds for TAD (only MCFTB programs), fill out enclosure (3), TAD request sheet, and forward to MCCA Personal Services Division Administrative Assistant (Bldg. 1522) who will issue orders. Travel claim will be processed through the same point of contact.

10. Current edition of MCO 1754.6X is the source document.

MCCS PURCHASE REQUEST - NAF

<input type="checkbox"/> KVN FUNDS	<input type="checkbox"/> UNIT FUNDS
NAME OF UNIT:	MCCS PURCHASE ORDER NO.
TO: CUSTODIAN, UNIT/KVN FUNDS, MARINE CORPS AIR GROUND COMBAT CENTER, 29 Palms CA	
Date of Requisition:	Date Material Required:

IT IS REQUESTED THAT THE FOLLOWING EQUIPMENT, SUPPLIES, AND/OR SERVICES CONSIDERED NECESSARY IN THE CONDUCT OF THIS ORGANIZATION'S SPECIAL SERVICES PROGRAM BE FURNISHED. YOU ARE HEREBY AUTHORIZED TO CHARGE THIS ORGANIZATION'S ALLOCATION ACCOUNT FOR NECESSARY EXPENSES IN CONNECTION WITH THIS REQUEST.

KV Consumables: Supplies
Food

Childcare

TAD (In conjunction with MCFTB
Programs)

Write: APF not Available with CO's
Signature

QUANTITY	DESCRIPTION	UCP	TCP
		ESTIMATED	
		TOTAL	
COST:			
SURCHARGE:			
TOTAL:		GRAND	
TOTAL (NOT TO BE EXCEEDED) \$			

SUGGESTED VENDOR:	A/C CHARGEABLE:
VENDOR: POC	REQUESTED BY:
PHONE	COMMANDING OFFICER:
ADDRESS	CUSTODIAN:

NOTE All purchase requests must be received by MCCS NLT FIVE WORKING DAYS before pick-up.
Large or complex requests may require more time.